



MEMORANDUM

To : All Schools Division Superintendents
OIC Schools Division Superintendents
This Region

From :  **ESTELA L. CARIÑO, EdD., CESO IV**
Director IV/Regional Director

Date : September 25, 2019

Subject : **WORKSHOP ON THE PREPARATION OF REQUIRED DATA FOR THE GRANT OF 2018 PERFORMANCE BASED BONUS (PBB)**

1. Please be informed that this Office will conduct a workshop on the preparation of the required data for the grant of 2018 Performance Based Bonus (PBB) on October 3, 2019, 8:00 am at DepEd, RO2 Conference Hall, Main Building.
2. This workshop aims to:
 - a. disseminate the criteria and conditions for the grant of the 2018 Performance Based Bonus (PBB);
 - b. guide the field counterparts on the preparation of the required data;
 - c. ensure accuracy and uniformity of data requirements;
 - d. facilitate submission of data requirements.
3. Schools Division Offices are hereby directed to send two (2) personnel who are in-charge of or directly involved in the preparation of PBB reports.
4. Participants are required to bring their laptops and the downloaded prescribed forms at <https://deped.in/2018PBB>.
5. Travelling expenses of participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.



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